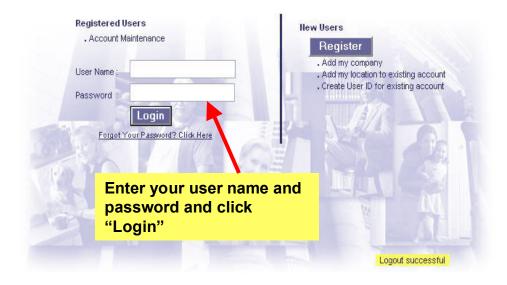


Click here for step-by-step instructions on

- . Create A New Account Download PDF
- . Activate Your Existing Account Download PDF
- . Update Your Existing Account Download PDF



If you need assistance, the Customer Resource Center can be reached by email at FBS-AccountsPayable@norfolk.gov or by phone at 757-664-4787. The center is open Monday through Friday from 8:30am to 5:00pm.

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Welcome, John Lee

AMS ADVANTAGE

Welcome to the AMS ADVANTAGE Vendor Self Service System

This site is divided into the following areas:

- . Business Opportunities Allows you to search the current opportunities available to sell your goods or services to our organization or to buy our surplus items.
- . My Bids You may view, edit, or check the status of bids you have submitted.
- . Account Maintenance Gives you the opportunity to maintain your account information.
- Forms and Additional Information Revides Department Listings, Bulletin Board View, and Forms that are available for view and download online.
- Catalog Search Search available eProcurement Catalogs

The links at the top will allow you to move between the main areas of our system.

Select "Account Maintenance".

Headquarters Information
Master Addresses
Contacts
Location Information
Address Information
W-9 Information
Business Types
Service Areas

Commodities:

User Information Location Users

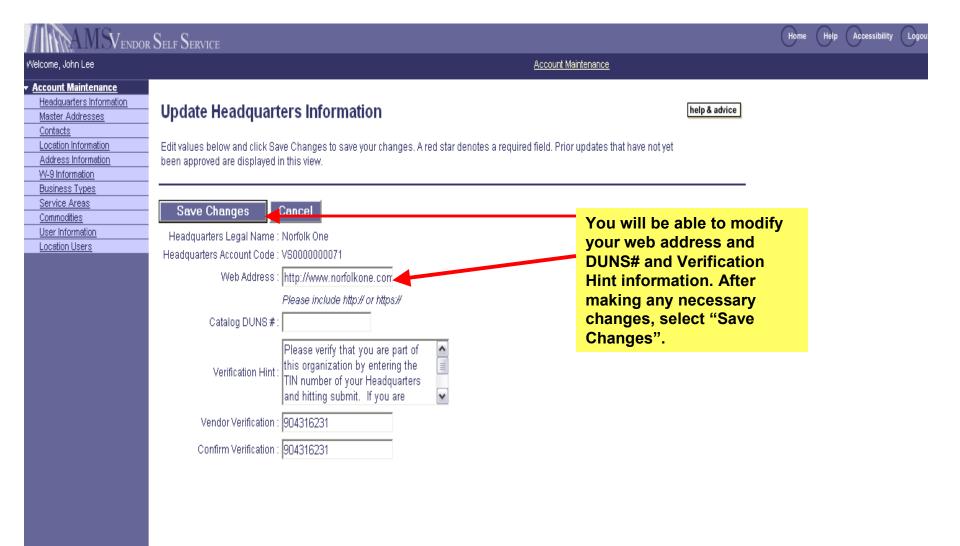
Account Maintenance help & advice

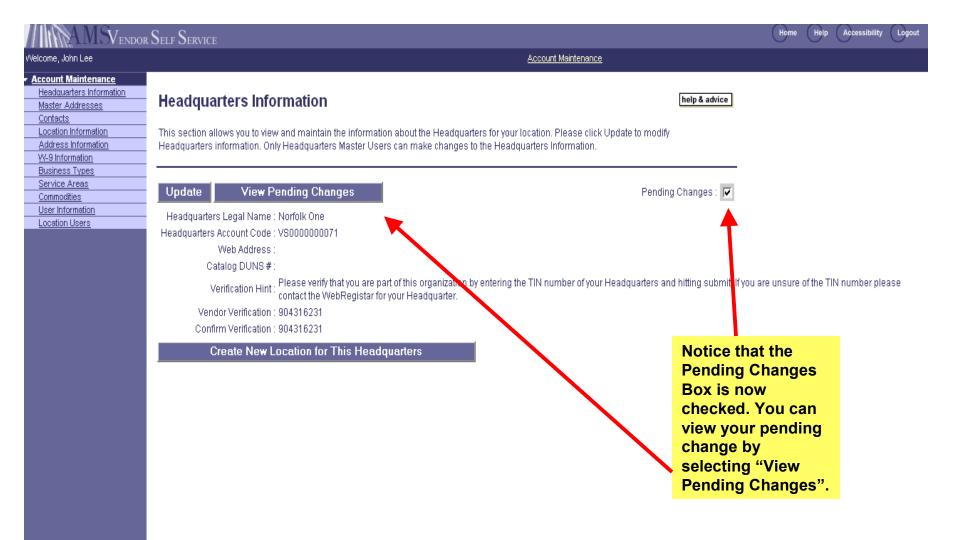
This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- Headquarters Information This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- Master Addresses
 This section allow you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- . Contacts This section allows you to view and execute Contact information. Contacts may be shared among locations that share the same Headquarters Account.
- Location Information This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- Address Information This section allows you to view and edit with addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates
 be associated with an address, as well as indicate additional notes and Normation. Street Address and Contact information must be edited on the Master Address and Contact tabs,
 respectively.
- W-9 Information This section allows you to view and edit information related to you W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- <u>Business Types</u> This section allows you to view and edit the business types that describe your organization.
- <u>Commodities</u> This section allows you to view and edit the commodities that your company offers
- . User Information This section allows you to view and edit your VSS User ID, password, user contact and security information.
- . Location Users This section allows you to view and edit the list of users who are assigned to this location

Listed are the various account maintenance functions that can be performed in Vendor Self Service. We will start by showing "Headquarters Information".

This option lets you edit your web address, vendor verification information and your DUNs #.







This view displays all changes that have not yet taken effect for the current record. A status of New Change indicates that the pending change has yet to be submitted for approval. The pending change will be assigned an On Hold status while a prior change is awaiting approval. A Pending Approval status indicates that the pending change has been submitted and is awaiting approval. Click on "help & advice" for more information.



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Table Name: Headquarters Information

Last Action Date: 08/08/2007

User ID: norfolk1

Action : Update

Status : New Change Field Label : Web Address

Old Value :

New Value: http://www.norfolkone.com

Old Memo Value : New Memo Value : Your pending changes will be displayed. Note: Your requested changes will have an On hold status until approved by the City.









Welcome, John Lee Account Maintenance

Account Maintenance

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This section allows you to view and maintain the information about the Headquarters for your location. Please click Update to modify Headquarters information, Only Headquarters Master Users can make changes to the Headquarters Information.

Update

View Pending Changes

Pending Changes : 🔽

Headquarters Legal Name: Norfolk One Headquarters Account Code: VS0000000071

> Web Address: Catalog DUNS # :

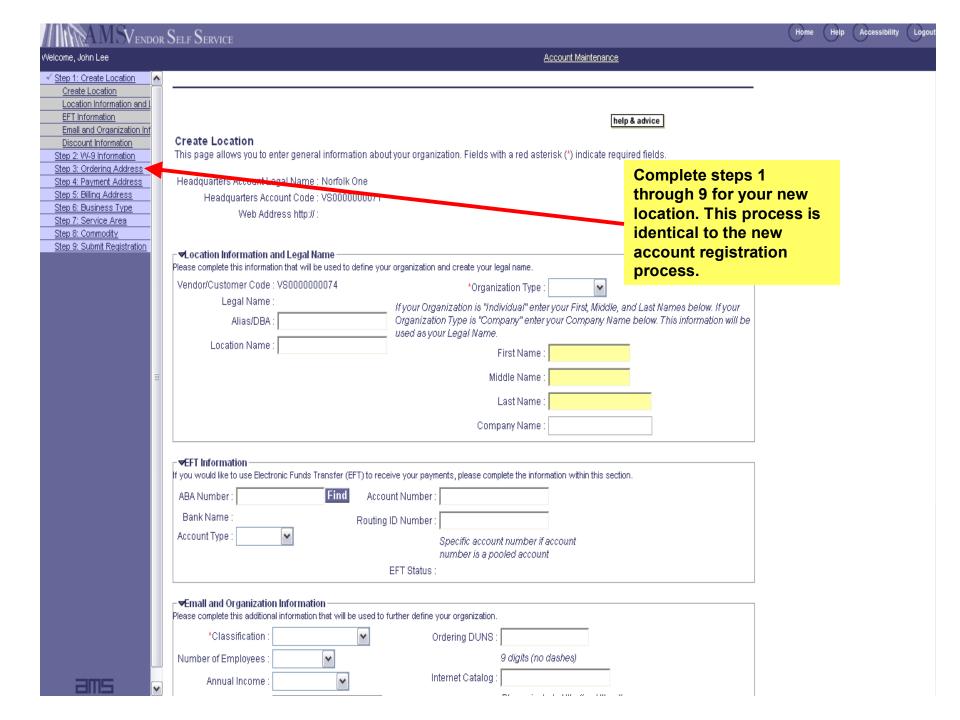
Verification Hint: Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number please contact the WebRegistar for your Headquarter.

Vendor Verification: 904316231 Confirm Verification: 904316231

Create New Location for This Headquarters



You can also create a new location for your headquarters account by selecting "Create **New Location for This** Headquarters".



Headquarters Information Master Addresses Contacts:

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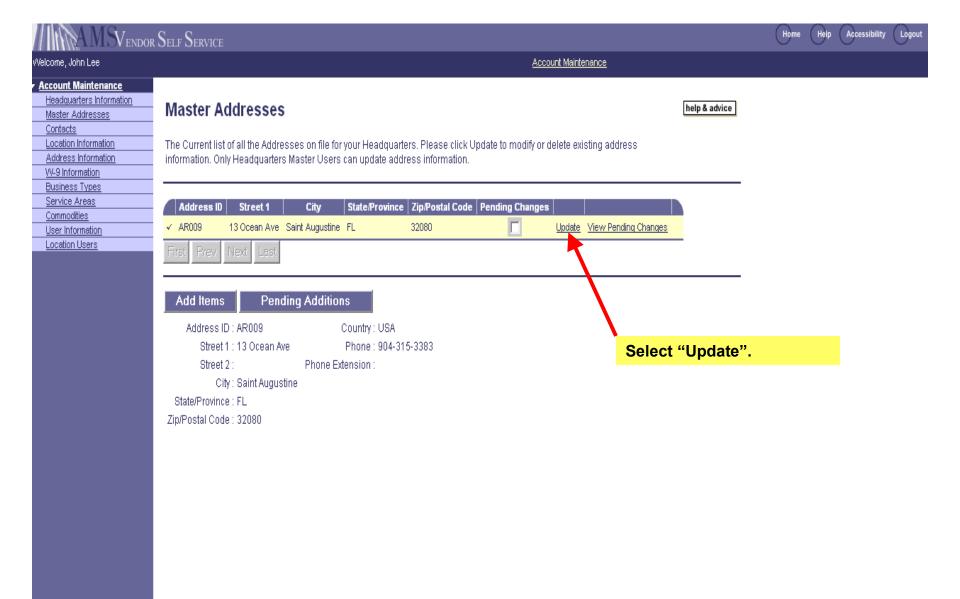
Account Maintenance

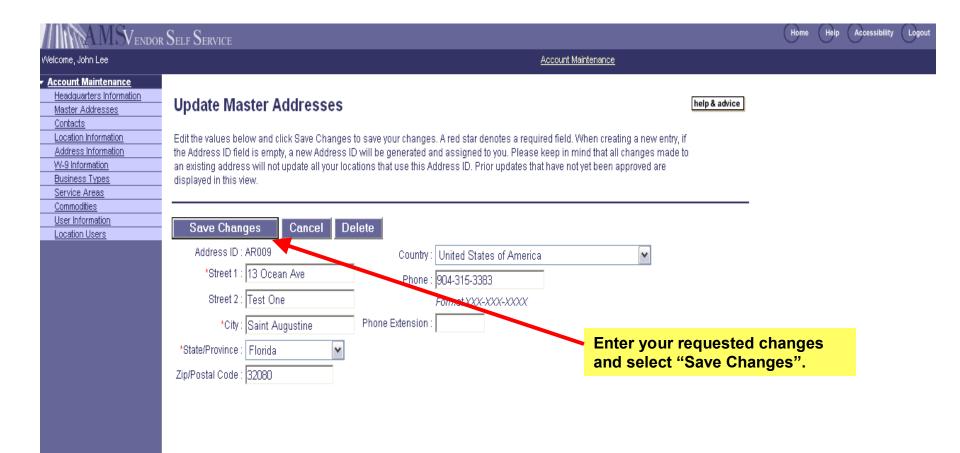
help & advice

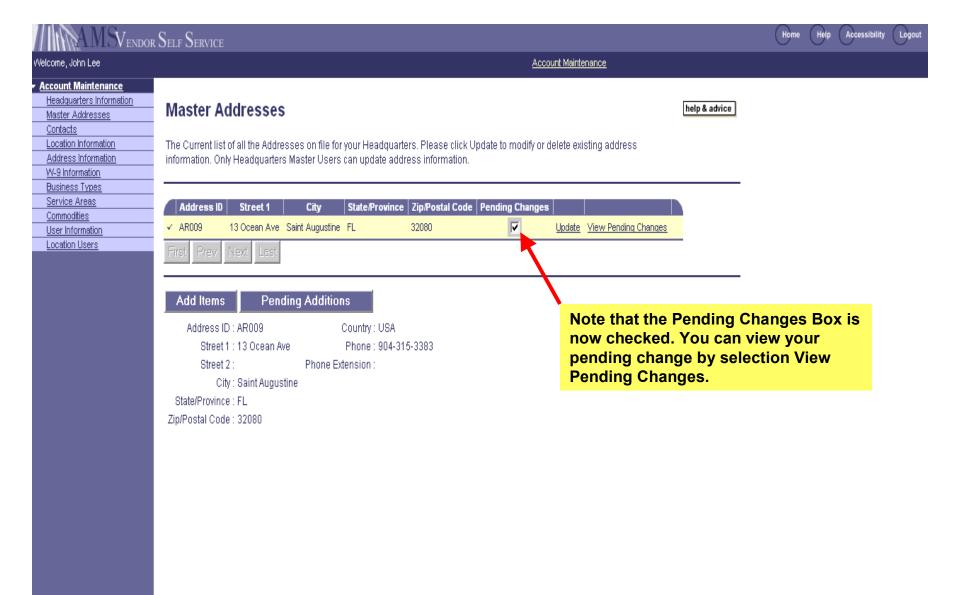
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- Location Users This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the "Master Addresses" option. This option will allow you to view and edit street address information. Select the "Master Addresses" option.







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- Location Users This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the "Contacts" option. This option allows you to view and edit your contact information. Select "Contacts".

Country: USA









Account Maintenance Headquarters Information Master Addresses Contacts Location Information Edit the entry, if the entry, if the way information W-9 Information made to

Welcome, John Lee

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Update Contacts help & advice

Edit the values below and click on Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Contact ID field is empty, a new Contact ID will be generated and assigned to you. Please keep in mind that all changes made to an existing contact will update all of your addresses that use this Contact ID. Prior updates that have not been approved are displayed in this view.

Save Changes Cancel De	lete
Contact ID : CT012	Phone: 904-315-3383
*Contact Name : John Lee	Format XXX VXV VXXX
*Email: john.lee@cgi.com	Phone Extension :
Address ID : AR009	Find Alternate Phone :
Street 1: 13 Ocean Ave	Format XXX-XXXX
Street 2:	Alternate Phone Extension :
City: Saint Augustine	
State/Province : FL	Fax:
Zip/Postal Code : 32080	Format XXX-XXXX
Country: USA	Alternate Fax :
	Format XXX-XXXX

After making your revisions select "Save Changes".
Changes made here will update all addresses where the specific contact ID being modified is used.

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Next we will discuss the "Location Information" option. This option allows you to view and edit your Legal Name, Organization Type and other detailed information. Select "Location Information".

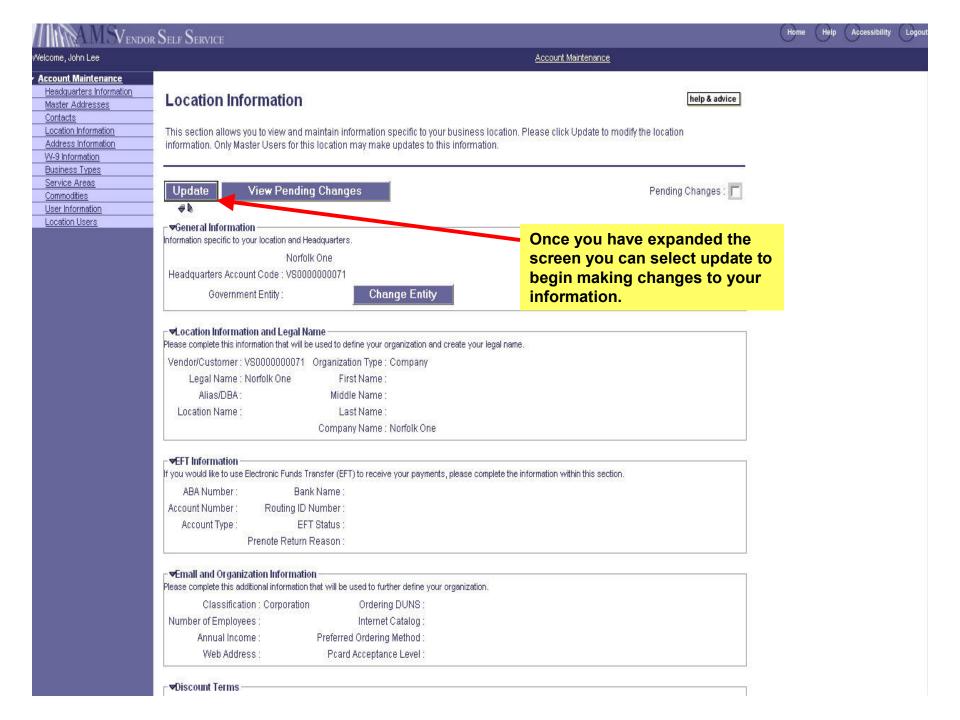
Specify any discounts that will be applied for prompt payment of invoices. These terms will be the default discount terms used on your Purchase Orders unless

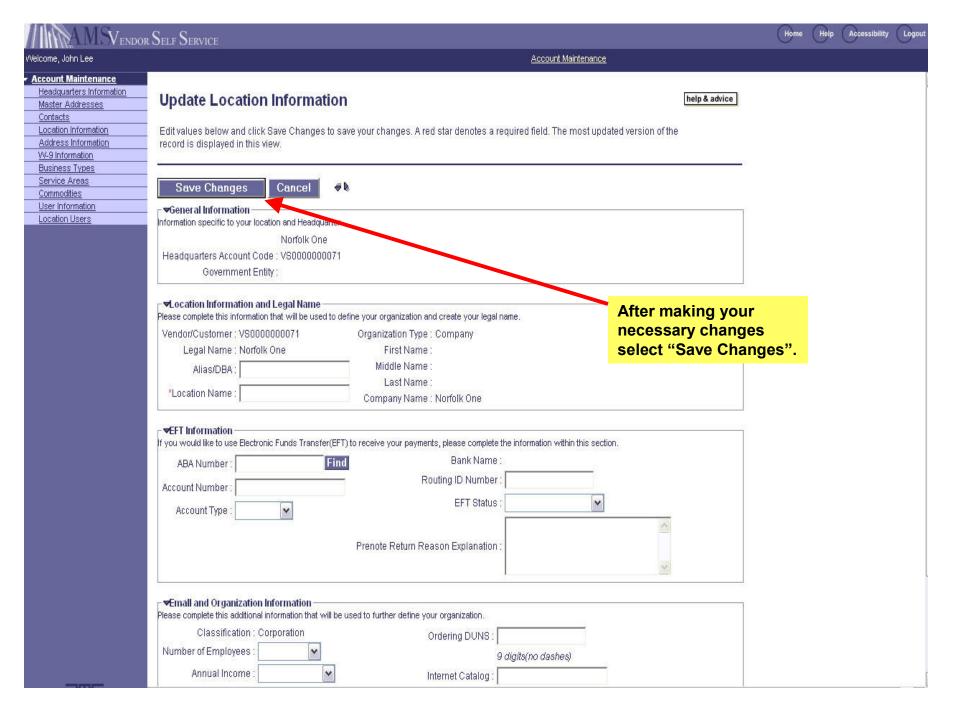
Discount Terms

otherwise specified.

The Location Information screen has 5 topic areas where you can update information regarding your business. By clicking on the expand all arrow, each topic area will be viewable for editing purposes.

Accessibility





Classification: Corporation

Number of Employees:

Annual Income:

Web Address:

Ordering DUNS:

Internet Catalog:

Preferred Ordering Method:

Poard Acceptance Level:

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Next we will discuss the "Address Information" option. This option will allow you to vew and edit addresses to receive orders, payments or bills. It is important to remember that actual addresses can only be changed in the Master Addresses option. Select "Address Information".

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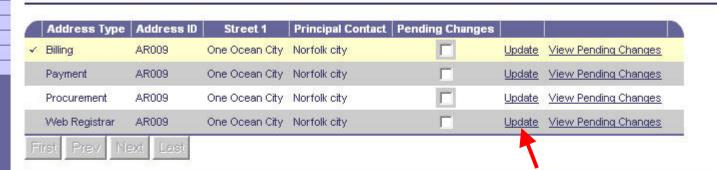
User Information Location Users

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Welcome, Norfolk city Account Maintenance

Address Information

The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.



Add Items	Pending Additions	
₩		
∽ General Informat	ion-	
Address Type : Billi	ng Default Record : 🔽	
Active From: 08/1	4/2007	
Active To:		

page will list your Billing, Payment, **Procurement and Web Registrar** address information. You can edit the Active From and Active To dates for each address by selecting the update link next to the corresponding address. Select "Update" for any of the addresses

listed.

Notice that the Address Information

Address ID: AR009

▼Address

Street 1: One Ocean City Phone Extension:

Street 2: Country: USA

City: Virginia Beach Additional Address Info:

State/Province: VA

Zip/Postal Code: 23461

▼Principal Contact

Principal Contact ID: CT012 Phone: 904-315-3383 Principal Contact: Norfolk city Phone Extension:

English Spoken: 🔽

Alternate Phone:

Phone: 904-315-3383

help & a

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Cancel

Save Changes

Update Address Information

Edit your values below and click Save Changes to save your changes. A red star denotes a required field. To change address information, please navigate to the Master Address page. To change contact information, please navigate to the Contacts page. Prior updates that have not yet been approved are displayed in this view.

4 P



Delete

Principal Contact ID: CT009 Principal Contact: Norfolk city

Phone Extension:

Alternate Phone: English Spoken: 🔽

Alternate Phone Extension: Correspondence Type: Email

Fax: Email: norfolk@city.gov Alternate Fax:

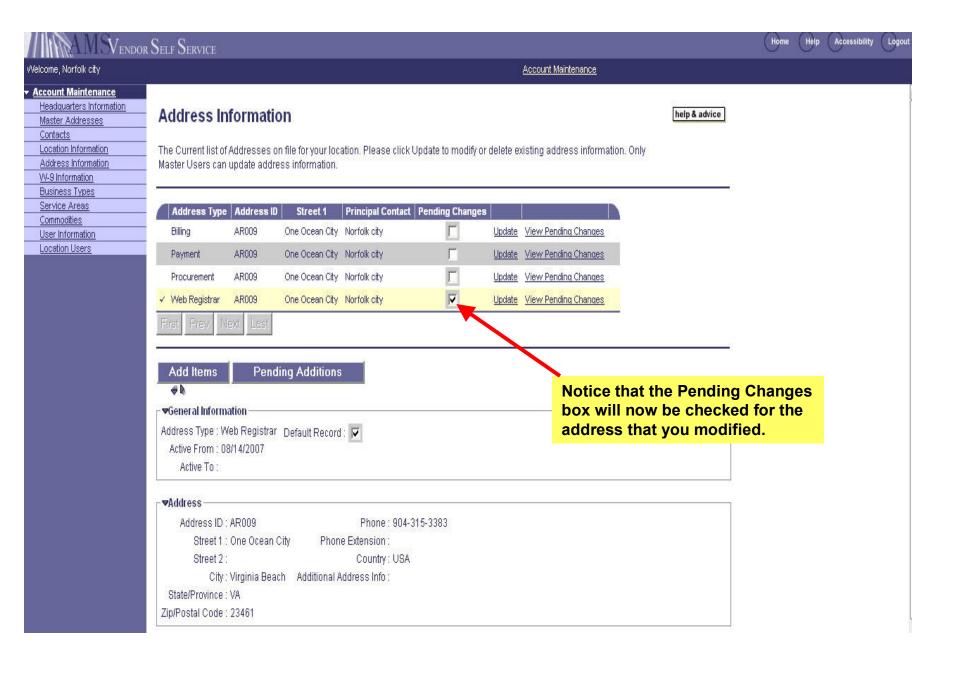
▼Contact Address

Street 1: One Ocean City Street 2:

help & a

"Save Changes". Remember all changes will be in a pending status until approved by the City of Norfolk.

Phone: 904-315-3383



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- . Location Users This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the "W-9 Information" option. This option will allow you to edit your TIN, TIN Type, Name as well as the TIN Address. Select "W-9 Information".

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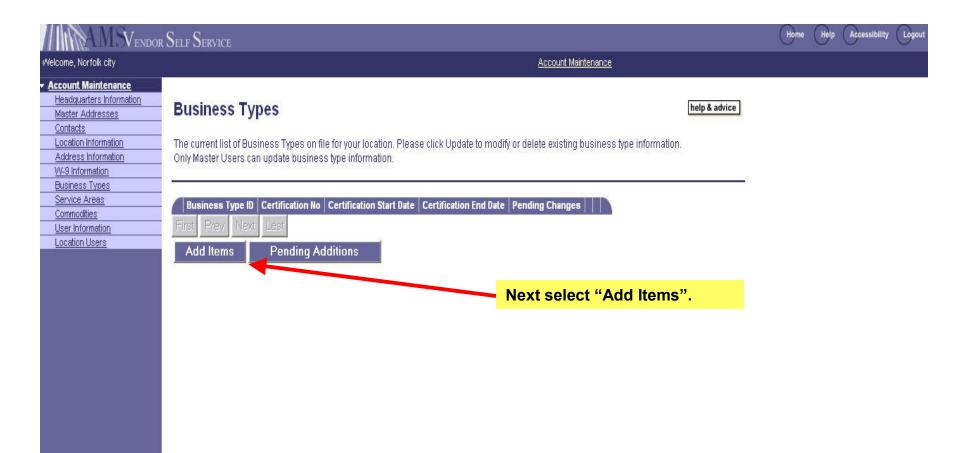
Account Maintenance

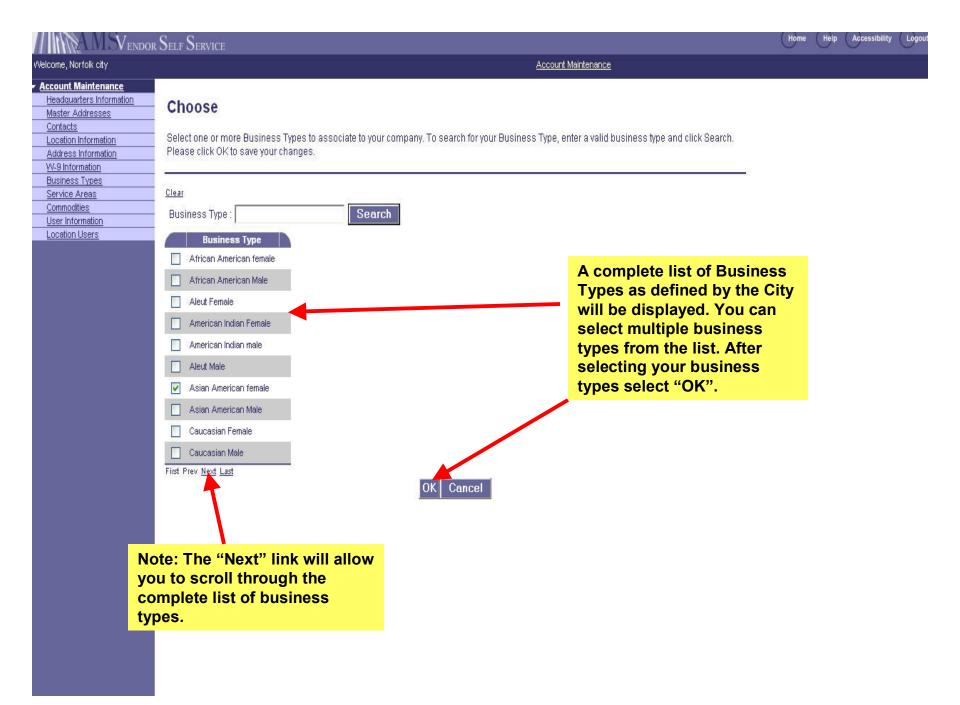
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- . Location Users This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the "Business Types" option. This option will allow you to edit the business types that describe your organization. Select "Business Types".





Headquarters Information Master Addresses Contacts:

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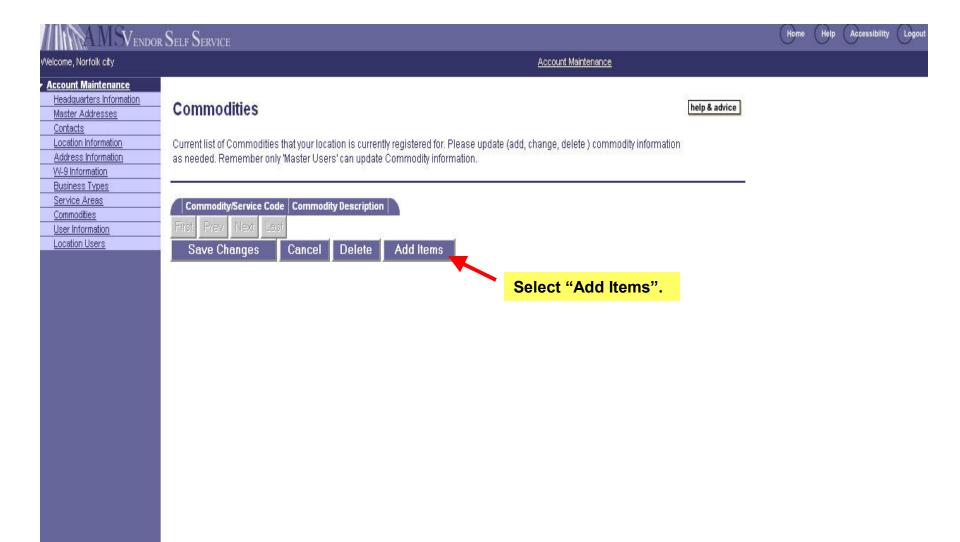
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Next we will discuss the "Commodities" option. This option will allow you to view and edit the commodities that your organization offers. Select "Commodities".









Welcome, Norfolk city Account Maintenance

Account Maintenance Headquarters Information Master Addresses Contacts Location Information Address Information W-9 Information **Business Types** Service Areas Commodities User Information Location Users

Choose

Selectione or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. Please click OK to save your changes.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using "computer" would find all commodities with the word 'computer' anywhere in the description.



to manually scroll through the

Commodity Code listing.

A complete list of commodity codes based on the NIGP commodity listing will be displayed. There are also custom commodity codes that the City has defined. You can select multiple commodity codes to

describe what your organization

offers.

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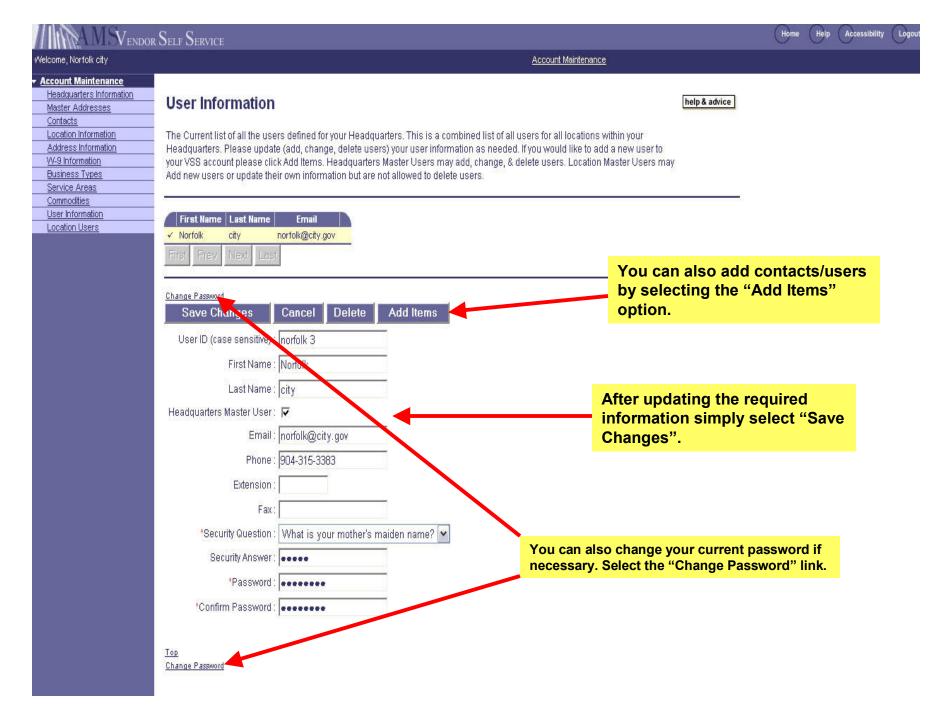
Account Maintenance

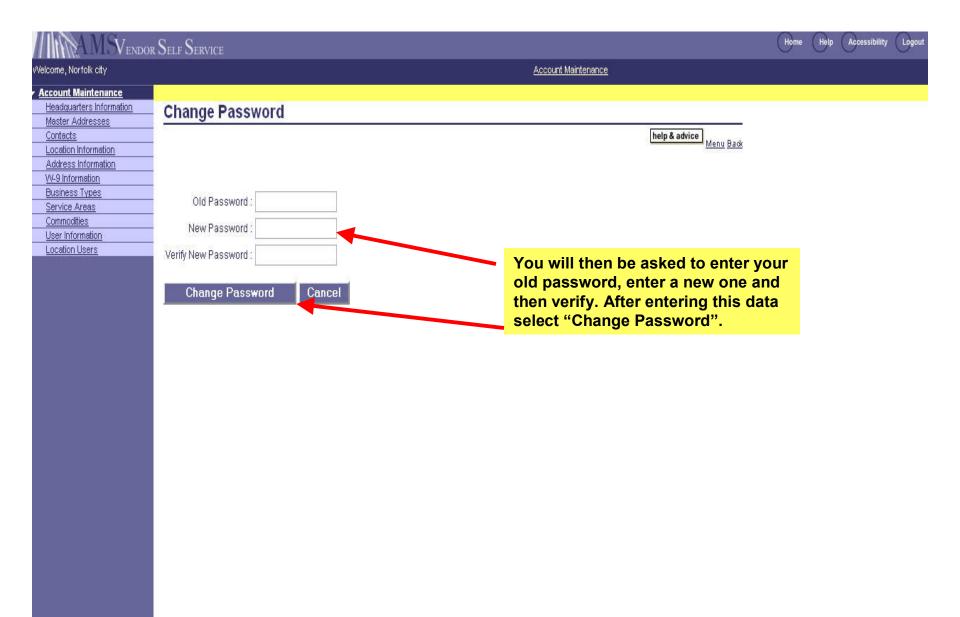
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Next we will discuss the "User Information" option. This option will allow you to edit your VSS user ID, password and other contact and security information. Select "User Information".





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Next we will discuss the "Location Users" option. This option will allow you view and edit users assigned to a specific company location. Only users that are valid for your Headquarters location can be assigned to a location. Select "Location Users".

